

# Soledad Fayos Capilla

+34 623 14 66 43 (Spain) | (408) 418-0835 (US) | San José, CA | [soledad.fayos@gmail.com](mailto:soledad.fayos@gmail.com)

## EDUCATION

**B.S., Business Administration, Management Information Systems (MIS)**

Expected Graduation May 2028

San José State University | San Jose, CA

GPA 3.947

**Language Requirement Tests | Valencia, Spain**

Obtained Certification for the Duolingo English Test

March 2024

Successfully completed the SAT exam

May 2023

## SKILLS

- Microsoft Office
- Canva
- Google Suite
- American Red Cross Lifeguard
- Multilingual (English, Spanish, Catalan)
- Python (Business Applications)
- Time Management/Discipline
- Leadership/Teamwork
- Critical Thinking

## EXPERIENCE

**San José State University | San José, CA**

August 2024 - Current

Division 1 Collegiate Athlete, Women's Tennis

- Balances full-time load of coursework while committing 20+ hours weekly to matches, practice, treatment, strength and conditioning, and study hall.
- Strong leadership and strategic thinking, applying a competitive mindset to problem-solving and decision-making.
- Demonstrates strong time management and discipline by balancing a demanding academic schedule, competitive Division I tennis, and a 20-hour-per-week part-time workload while maintaining high performance in all areas.
- Performs at a high level in fast-paced environments, showcasing coachability, adaptability, and strong teamwork as a key contributor to a collegiate tennis team's success.
- Served as primary liaison to SAAC, facilitating collaboration between teammates and administration to improve the student-athlete experience.

**San José State University | San José, CA**

September 2025 - Current

Lifeguard - Spartan Recreation & Aquatics Center

- American Red Cross Certified (First Aid, CPR & AED), completed April 27, 2025 – San José State University.
- Demonstrate strong responsibility, risk management, quick decision-making under pressure, and customer service skills.
- Assist in employee timecard processing for over 90 aquatics staff members.

Ticket Office Assistant – Athletics Department

October 2025 - Current

- Provide excellent customer service to all patrons, and management of ticket sales for Division 1 sports programs and large scale campus events.
- Process ticket sales, manage customer inquiries, and manage equipment inventory.

**Peñacañada Club De Campo | Valencia, Spain**

July 2024 - Current

Tennis Coach (Seasonal)

- Coached youth and beginner players, designing and leading drills to develop technical skills and game strategy.
- Developed customized training plans tailored to different skill levels, promoting growth and confidence on the court.